

INSTRUCTIONS ON THE BACK

12805

CAPF 7, March 2001 Previous Editions Will Not Be Used After 30 June 2001 OPR/ROUTING: CPC

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Wing Approving Signature			Date Signed (MM/DD/YY)		CAPID	



CADET ORIENTATION FLIGHT CONSOLIDATION REPORT
CAPF 7 INSTRUCTIONS

Do not use this form for tows – Use CAPF 7T instead.

HQ CAP/CPF
105 S Hansell Street, Bldg. 714
Maxwell AFB AL 36112-6332
Fax: 334.953.6699 (DSN: 493.6699)

PRINT all information in CAPITAL letters. You can make copies of this form. Each form is designed for one aircraft flying a particular day. Use a new CAPF 7 for each aircraft or additional days. You must send this form to your wing headquarters for approval. The wing can mail or fax this form to the address above. Do not fax a copy and mail the same copy later. If the wing fails to submit the CAPF 7 within **90 days** of the flight activity, reimbursement may not be processed.

Section 1 –

Aircraft Tail Number: Enter the aircraft's tail number. Fill in the number from left to right, but do not overwrite the letter N (unless your tail number starts with a different letter, then you can write the correct letter on top of the pre-filled "N"). It is ok to have trailing blanks if your aircraft's tail number is less than six digits long.

173-3 type: Enter the aircraft type as found in CAPR 173-3. For example, C175 are Type 2, so you would enter the numeral "2" in this field.

Flight Date: Enter the date using the MM/DD/YY format.

Total Glider Flights: Applies to glider flights only. Enter the total number of sorties only for the cadets listed on this particular form. Do not add sorties from other CAPF 7s in this total. Leave this field blank if the aircraft type is not a glider.

Total Ferry Time: Enter the total ferrying time for this aircraft to get to and from the orientation flights. You can request the aircraft's total ferrying time only once and only here. The intent is to reimburse you for the reasonable costs of moving the aircraft to and from the orientation flight site (see CAPP 52-7, *Cadet Orientation Flight Syllabus* for more details). Leave this field blank if the aircraft's ferrying time is already requested on another CAPF 7 or if a commercial aircraft. You are encouraged to perform orientation flights while ferrying aircraft.

- *Example One:* Most of the time, a pilot will fly an aircraft from a home base, fly the orientation flights and then return home. If you need another CAPF 7 to complete the day's flying, simply enter the total ferrying time on the last CAPF 7 that you submit.

- *Example Two:* Sometimes, a pilot will fly an aircraft to a location, like an encampment, where the aircraft will stay for the entire week. Simply enter the total ferrying time on the last CAPF 7 that you submit.

- *Example Three:* If a cadet gets an orientation flight while the pilot is ferrying the aircraft, then this flight would be included in Section Two. Leave the Total Ferry Time field blank in this case. Do not seek reimbursement for ferrying time if a cadet gets a concurrent orientation flight.

Check Boxes: Check off all of the boxes that apply.

Section 2 –

Charter (Wing-Unit): Enter your charter number, like "KY-123." Leave the gray shaded box blank unless your charter number begins with an identifier that is three letters long, like "NER-001."

CAPID: Enter the cadet's CAP ID number, not the Social Security Number. This is a six-digit number found on the cadet's membership card. Leave the gray shaded box blank (reserved for future use).

Cadet's Last Name & FI: Enter the cadet's last name and First Initial (FI), working from the leftmost box to the right. If the name is longer than the space allowed, simply stop when you run out of room. Use the name found on the cadet's membership card, not the cadet's nickname.

Flight Time: Enter the flight time required by CAPR 173-3. Round the number to the nearest tenths.

Altitude: Enter the altitude in thousands of feet, rounded to the nearest hundred, using standard abbreviations. For example, 1400 feet would be abbreviated "14," 0800 feet would be abbreviated "08," and 2750 would be abbreviated "28." Fill out an altitude for each sortie on this form. For glider flights, record the release altitude. For powered flights, enter the flight level where the majority of the orientation takes place.

#: This is the *Syllabus Number* field. You will find the correct number in CAPP 52-7, *Cadet Orientation Flight Syllabus*. Leave the gray shaded box blank unless the syllabus number is two digits long. For cadets flying back seat, simply enter the code "99." The back seat rides will not count against the cadet's syllabus flights. You must have a cadet in the front seat if back seat rides are flown. You can have as many code 99 rides per cadet as your weight & balance allow. If, for some reason, an orientation flight is incomplete, enter the code "50." Code 50 flights, while reimbursed, will not count against the cadet's syllabus flights.

Section 3 –

Reimburse to: All reimbursements will be sent to the wing indicated in this field for further handling. Enter your wing as the standard postal state code ("UT" for Utah Wing, "DC" for NATCAP Wing, etc.). Leave the gray shaded box blank unless your charter begins with an identifier that is three letters long, like "PCR" or "SWR."

Optional – Wing Reimbursement Criteria: While all reimbursements will go to the wing identified on this form, we will include in our report to the wing any information that you enter here. You can leave any of these fields blank if you desire. Most of the time, you would only need to enter information one field.

Section 4 –

Person Completing this Form: Print all information and sign in the field indicated. Enter the telephone number where you can be reached in case National Headquarters has a question about the CAPF 7. By signing this form, you attest that the information presented is true & accurate. National Headquarters will return any CAPF 7 where the CAPID is blank or unreadable.

Section 5 –

Wing Approval: This area is reserved for the person at the wing who is authorized to approve this CAPF 7. For regional or national level events, like multi-wing encampments where orientation flights take place, the approving authority is the host wing. Print all information and sign in the field indicated. Enter the telephone number where you can be reached in case National Headquarters has a question about the CAPF 7. By signing this form, you attest that the information presented is true & accurate. National Headquarters will return any CAPF 7 where the CAPID is blank or unreadable.

Correcting entries: If you notice an error after the form has been submitted to National Headquarters for processing, the wings can call National Headquarters and talk with the person who handles the orientation flight reimbursements (currently NHQ CAP/CPA, 334.953.5315).